

Title: Street Naming Policy

Number: SRV-24-01

Approved By: Council

Administered By: Planning Services

Effective Date: January 29, 2024

Revision Date(s):

Purpose

The purpose of this City of Oshawa Street Naming Policy (the “Policy”) is to set out guiding principles for the naming and renaming of streets in the City of Oshawa. The Policy outlines the process for the following:

- (a) Adding street names to the Street Name Reserve List; and,
- (b) The procedures for assigning street names to new streets constructed by the city, streets in new developments and renaming an existing street.

The Policy also incorporates the existing Street Naming Policy in Memory and Honour of the War Dead and War Veterans and the Street Naming Policy for Private Residential Roads.

Procedures

This Policy applies to both public and private streets in the City of Oshawa, subject to legislative requirements and governing by-laws. The Policy as it relates to street naming is administered by Planning Services in the Economic and Development Services Department.

1. Definitions

- 1.1. “Street” means any road owned by the City of Oshawa.
- 1.2. “Private Residential Road” means any privately owned road, laneway, other means of vehicular access to, or egress from, any residential land, building or structure, exclusive of a driveway. Without limitation, a Private Residential Road may include part of a parking lot.
- 1.3. “Street Name Reserve List” means a database of names that have been approved for use as Street names within the City of Oshawa.
- 1.4. “Regional Street Name Index” means a database of names that have been approved for use as Street names within the Region of Durham.

2. Street Name Criteria

- 2.1. Street names based on the names of individuals/families (other than the names of war dead and war veterans) must relate to the following:
- (a) Local individuals/families who have had a considerable relationship with Oshawa;
 - (b) Local individuals/families who have made a significant social, political or cultural contribution to Oshawa;
 - (c) Former Mayors and members of City Council; or,
 - (d) Names of persons of historical significance which could include significance other than of a local nature.
- 2.2. Themes for large developments (e.g. residential subdivisions) shall be of local, regional, provincial or national significance. Priority shall be given to themes with local significance.
- 2.3. The city will not allow Street names that:
- (a) Duplicate an existing Street name in the city or within the Region of Durham;
 - (b) Have strongly similar pronunciation sounds shared by existing Street names or Private Road names (such as Lynx and Links or Beachtree and Peachtree) in the city or within the Region of Durham;
 - (c) Are associated with undesirable definitions or pronounced or spelled similar to such undesirable words;
 - (d) Are generally considered discriminatory or derogatory names (e.g. with regard to race, sex, colour, creed, political affiliation or other social factors); or,
 - (e) Are names that could be construed as advertising a product, commercial enterprise or religious institution.
- 2.4. Names that are somewhat similar to an existing street name may be permitted if approved by Oshawa Fire Services, the Oshawa Central Ambulance Communications Centre, the Region of Durham Planning and Economic

Development Department and the Durham Regional Police Service, pursuant to Section 3.5 of this Policy.

3. **Adding Names to the Street Name Reserve List**

- 3.1. Any Street name request shall be forwarded to the City of Oshawa Planning Services Branch in the Economic and Development Services Department.
- 3.2. Any person/developer, including a city staff member or elected official, can make a request for a Street name.
- 3.3. The formal request must be in writing and shall include the proposed name, a description as to how it meets the established criteria, and contact information.
- 3.4. Planning Services will review the requested Street name to ensure that the name is not already included on the Street Name Reserve List and complies with the Street name criteria outlined in Section 2 of this Policy.
- 3.5. A requested Street name that is determined to meet the criteria in Section 2 will be sent to Oshawa Fire Services, the Oshawa Central Ambulance Communications Centre and the Region of Durham Planning and Economic Development Department, who will consult with the Durham Regional Police Service, for further review and comment. The Region of Durham will review the requested name with the Regional Street Name Index, which is a master list of Street names for the Region of Durham, to ensure that there is no duplication of Street names. Oshawa Fire Services, the Oshawa Central Ambulance Communications Centre and the Region of Durham Planning and Economic Development Department, who will consult with the Durham Regional Police Service, will also review the name to ensure that the name is compatible with dispatch and mapping systems, is not difficult to spell or pronounce or does not sound too similar to existing Street names.
- 3.6. Proposed names in an Indigenous language or a name recognizing an Indigenous individual, organization, event or concept will require consultation with Indigenous communities and adherence to appropriate practices or protocols.
- 3.7. Upon receiving approval from Oshawa Fire Services, the Oshawa Central Ambulance Communications Centre and the Region of Durham Planning and Economic Development Department, and after consulting with Indigenous communities, as necessary, the name is added to the Street Name Reserve List.

4. Assigning Street Names and/or a Theme to a Development

- 4.1. Planning Services shall review plans of subdivision and site plans with Private Residential Roads to determine the number of new streets requiring names.
- 4.2. Planning Services shall provide the property owner/developer with the list of available Street names from the Street Name Reserve List. Priority shall be given to the use of names of the war dead and war veterans in accordance with Section 8 of this Policy. Following the names of the war dead and war veterans, the names of individuals (e.g. former Mayors) shall be given priority before the use of general street names (e.g. Speed River).
- 4.3. The property owner/developer shall select Street names from the Street Name Reserve List and advise Planning Services of the names selected for the development. Planning Services shall update the Street Name Reserve List to assign the selected names to the subject plan of subdivision or site plan.
- 4.4. The property owner/developer may propose Street names to Planning Services that are not on the Street Name Reserve List. The proposed Street names will be vetted through the approval process outlined in Section 3 of this Policy.
- 4.5. If the property owner/developer selects a theme for the development, the property owner/developer shall provide a written rationale for the theme and proposed associated Street names through the Planning Act development approval process. The proposed Street names will be vetted through the approval process outlined in Section 3 of this Policy.
- 4.6. Approved Street names shall be shown on the M-plan for a draft plan of subdivision and on the site plan for a development with a Private Residential Road.

5. Circumstances that Require Council Approval

- 5.1. In extenuating circumstances where there is a need for an exception and/or change to the Policy, Council approval is required.

6. Renaming an Existing Street or Private Residential Road

- 6.1. Any privately-initiated requests for renaming existing Streets and Private Residential Roads shall be made in writing to the City of Oshawa Planning Services Branch in the Economic and Development Services Department.
- 6.2. Any person/developer, including a city staff member or elected official acting as a private individual, can make a privately-initiated request to rename an existing

Street or Private Residential Road. Council may also initiate the process to rename an existing Street or Private Residential Road as a matter of addressing a municipal interest, as opposed to an elected official acting as a private citizen seeking to advance a private interest, either their own or on behalf of another.

- 6.3. Any request received for renaming an existing Street or Private Residential Road shall be provided to City Council for direction prior to any review process being undertaken by city staff.
- 6.4. If Council directs staff to consider a name that is not on the Street Name Reserve List, the proposed name will be vetted through the approval process outlined in Section 3 of this Policy.
- 6.5. In the event Council accepts the request to consider the name change, Council will direct staff to process the request as follows:
 - Advise all affected businesses and property owners by regular mail, that Council is considering changing the name of the Street or Private Residential Road and the suggested new name; and,
 - Provide businesses and property owners an opportunity to submit written comments on the proposed name change of the Street or Private Residential Road and express their opinion on the proposed new name by a specified date.
- 6.6. After the deadline to receive public comments has passed, staff will report back to the Economic and Development Services Committee on the outcome of the public consultation and make a recommendation on the proposed Street name change or Private Residential Road name change.
- 6.7. The Economic and Development Services Committee shall make a recommendation to Council.
- 6.8. If Council approves the proposal to rename the Street or Private Residential Road, it is an approval “in principle” with direction that staff undertake the renaming process.
- 6.9. The city will undertake the following renaming process:
 - Staff shall prepare a by-law renaming the Street or Private Residential Road. If necessary, a survey shall be prepared in order to create a suitable legal description for the subject Street or Private Residential Road to be renamed;

- Staff shall prepare and give notice of Council’s intent to pass the proposed by-law renaming the Street or Private Residential Road in accordance with the city’s Public Notice Policy and mail out a copy of the notice to all affected property owners, residents and businesses;
- Council will consider the input of any person who supports the renaming or who claims to be adversely affected by the renaming. In this regard, such persons may provide written correspondence or appear as a delegation at an Economic and Development Services Committee meeting or Council meeting. While Council is required to consider the input of persons who support the renaming or who claim to be adversely affected, there is no mechanism for appealing a by-law renaming a Street or Private Residential Road once the by-law is passed; and,
- The by-law will be placed on a Council agenda for adoption. If Council finds it appropriate to rename the Street or Private Residential Road, Council will pass the by-law renaming the Street or Private Residential Road.

6.10. In accordance with Council policy, the city will provide an ex-gratia payment to affected businesses, property owners and tenants for any city-initiated street name change.

6.11. Once the by-law renaming the Street or Private Residential Road is passed, the Building Services Branch of the Economic and Development Services Department shall advise affected property owners, businesses and any necessary stakeholders (e.g. Municipal Property Assessment Corporation, Region of Durham, utility companies, etc.) by mail of the Council-approved Street or Private Residential Road name change and provide affected businesses and property owners with an ex-gratia payment consistent with Council policy.

6.12. Costs associated with the renaming of a Street or Private Residential Road, including, but not limited to, the ex-gratia payment to affected businesses and property owners and the cost of new street signs, shall be at the expense of the requester unless the renaming was initiated by the city, i.e. through Council initiating the renaming process as a matter of addressing a municipal interest.

7. City-Initiated Naming of a New Street Outside of a Plan of Subdivision

7.1. In instances where the city constructs a new Street outside of a draft plan of subdivision, Planning Services staff shall prepare a report to Council outlining available names on the Street Name Reserve List, additional potential names recommended by staff for further investigation and consideration, and the process for public consultation via the city’s website on potential Street names including names that may be suggested by the public for consideration. Once

the public consultation exercise has been completed, Planning Services shall prepare a report to Economic and Development Services Committee summarizing the results of the public consultation and providing options for the Street name.

- 7.2. The Economic and Development Services Committee shall make a recommendation to Council.
- 7.3. If Council approves a Street name, it is an approval “in principle” with direction that staff undertake the Street naming process.
- 7.4. The city will undertake the Street naming process which involves:
 - Staff shall prepare a by-law naming the new Street. If necessary, a survey shall be prepared in order to create a suitable legal description for the subject Street to be named;
 - Staff shall prepare and give notice of Council’s intent to pass the proposed by-law naming the new Street in accordance with the city’s Public Notice Policy and mail out a copy of the notice to all affected property owners (if any), residents and businesses;
 - Council will consider the input of any person who supports the street name or who claims to be adversely affected by the street name. In this regard, such persons may provide written correspondence or appear as a delegation at an Economic and Development Services Committee meeting or Council meeting. While Council is required to consider the input of persons who support the street name or who claim to be adversely affected, there is no mechanism for appealing a by-law to name a new Street once the by-law is passed; and,
 - The by-law will be placed on a Council agenda for adoption. If Council finds it appropriate to name the new Street, Council will pass the by-law to name the new Street.
- 7.5. Once the by-law naming the new Street is passed, the Building Services Branch of the Economic and Development Services Department shall advise affected property owners, businesses and any necessary stakeholders (e.g. Municipal Property Assessment Corporation, Region of Durham, utility companies, etc.) by mail of the Council-approved Street name.

8. Street Naming in Memory and Honour of the War Dead and War Veterans

8.1. The following Street naming policies in the memory and honour of the war dead and war veterans shall be applicable:

- (a) It is a policy of the city to honour the memory of individuals from Oshawa who have served in war, military action or peacekeeping assignments as part of Canada's military in the naming of new Streets;
- (b) For the purpose of this Policy, the 'war dead' refers to those persons who died or went missing in action while serving in active military duty during any war, military action or any peacekeeping action in which Canada played an active military role;
- (c) For the purpose of this Policy, 'war veterans' refers to those persons who served with Canada's military forces in active military duty during any war, military action or any peacekeeping action in which Canada played an active military role;
- (d) The use of war dead and war veterans' names will comply with the Region of Durham Street-naming policy;
- (e) The war dead that will be honoured in this manner are those individuals who were residents of Oshawa at the time they served;
- (f) The war veterans that will be honoured in this manner are those individuals who were or became and remained residents of Oshawa after their service;
- (g) War veterans both living and deceased to be honoured shall be considered based on the following criteria:
 - (i) Length of military service;
 - (ii) Decorations received (i.e. bravery medals, etc.); and,
 - (iii) Length and type of community service to Oshawa and its residents.
- (h) The approval of war veterans' names for use on the Street Name Reserve List is delegated to the Economic and Development Services Committee;
- (i) City staff will meet with the Oshawa United Veteran Services group (which includes representation from the Legion, 420 Wing, Canadian Corps, Polish Vets, Ontario Regiment Association, Navy Club, Korean War Veterans and UN Peace Keepers) as necessary in order to review submissions, identify potential veterans' names and to assist the Oshawa United Veteran Services

- group in making a recommendation to the Economic and Development Services Committee on whether a new war veteran's name should be approved;
- (j) Written requests from the public or groups for approval of a war veterans name must be submitted in writing to the Economic and Development Services Department including a description of how the individual complies with the criteria as outlined in this Policy;
 - (k) The city will encourage the use of war dead and war veterans' names within new plans of subdivision based on the following order of priority:
 - (i) War dead;
 - (ii) War veterans on current Street Name Reserve List; and,
 - (iii) War veterans approved by Economic and Development Services Committee based on priority established by Economic and Development Services Committee;
 - (l) Street signs honouring the war dead and war veterans will include a poppy motif in the design.
- 8.2. That an exception to the policy be endorsed to include the lands generally within the geographic area of the General Sikorski Hall such that the street names within that area could include World War II Veterans of the Polish Armed Forces who were Allies of Canada, who served under British Command, and who took up residence in the City of Oshawa after the War. Name selection shall be done pursuant to paragraph (g) above.
- 9. Private Residential Roads**
- 9.1. The following policies shall apply for the naming of Private Residential Roads:
- (a) It is a policy of the city to name Private Residential Roads subject to certain criteria as outlined in this Policy;
 - (b) A name shall be assigned to all new Private Residential Roads;
 - (c) Private Residential Roads shall be named using names from the City of Oshawa Street Name Reserve List;
 - (d) The names on the city's Street Name Reserve List honouring the city's war dead and war veterans under the city's Street Naming Policy in Memory and

- Honour of the War Dead and War Veterans shall not be used for the naming of Private Residential Roads;
- (e) Names of Private Residential Roads shall be differentiated from Streets through the use of the suffix "Path";
 - (f) Street signs for Private Residential Roads shall be green with white text in order to differentiate them from the city's standard blue Street signs with white text. Private Residential Road signs shall also include the word "Private" for clarity;
 - (g) This Policy is applicable to all new residential developments with a Private Residential Road that receives approval after July 1, 2017. For the purposes of this Policy, approval shall mean the approval of the proposed site plan drawings;
 - (h) The cost for the installation and maintenance of a sign for a Private Residential Road shall be the responsibility of the property owner/developer;
 - (i) This Policy shall not apply to any development that has Private Residential Roads prior to July 1, 2017, unless requested by the property owner/developer. Any costs associated with naming a Private Residential Road in an existing development shall be the responsibility of the property owner/developer that has made the request including such matters as the cost to install and maintain the sign and any costs to residents affected by the proposal;
 - (j) Private Residential Road names and sign details shall be shown on the plans forming part of any development agreement for a development with a Private Residential Road. For requests to name a Private Residential Road in an existing development, the owner shall provide a plan showing the Private Residential Road and proposed Private Residential Road name to Planning Services for review and approval;
 - (k) Private Residential Road names shall be included in a by-law passed pursuant to the Municipal Act. The approval of Private Residential Road name by-laws is delegated to the Commissioner, Economic and Development Services or the Director, Planning Services in accordance with Article 87 of the Delegation of Authority By-law 29-2009, as amended; and,
 - (l) Notice of the city's intention to pass a by-law to name or re-name a Private Residential Road shall be given in accordance with the city's Public Notice Policy as well as to the owner/developer of the property and tenants of the property to which the by-law will apply.

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Note: Minor changes to or deviations from this Policy and procedure may be made by the Commissioner, Economic and Development Services provided the intent of the Policy is maintained. Any significant changes must be approved by City Council.